

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

19 February 2016

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-023

POSITION: Supervisory General Supply Specialist (D1956000) GS-2001-11 EXCEPTED POSITION

LOCATION: 101st LRS, Bangor, Maine

SALARY RANGE:

\$59,246 to \$77,019 per annum

GS-11

CLOSING DATE: 7 March 2016

AREA OF CONSIDERATION: AREA I: All permanent and indefinite Excepted Enlisted (**E8 and above**) Technicians in the Maine Air National Guard and personnel with reemployment rights to the MEANG positions.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education or training involving administration of supply management, storage, cataloging, packaging and distribution or other work which provided the applicant with a general knowledge of one or more aspects of the supply field. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE: Must have thirty-six (36) months of experience, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities.

1. Knowledge of managing supply personnel and a variety of supply functions.
2. Knowledge on the entire inventory management supply system.
3. Skill in coordinating with other organizations on complex and controversial supply issues.

4. Skill in providing advice and guidance on supply regulations to upper levels of management regarding supply functions.
5. Skill in analyzing, developing, evaluating to improve supply programs, policies, procedures, techniques, etc.

COMPATIBILITY CRITERIA: AFSC: 2SXXX

NOTE: If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS
MAJ, EN
Human Resources Specialist
(Recruitment & Placement/Compensation)

This position is located in the Operations Compliance Function, Logistics Readiness Squadron, Mission Support Group, at an ANG Aviation Wing. The primary purpose of this position is to direct the development, coordination, and implementation of procedural changes; to direct the performance of management analysis and compliance for the activities under the jurisdiction of the Logistics Readiness Squadron Commander; direct the squadron readiness and training programs, and to direct resource management and systems management in support of unit mission. Position is responsible for the management, direction, and supervision of employees.

b. DUTIES:

(1) Develops goals and objectives that integrate organizational, supply, transportation and fuels objectives. Establishes, reviews, and revises policies, procedures, mission objectives, and organization design for the staff, as necessary, to eliminate work problems or barriers to mission accomplishment. Promotes team building, implements quality improvements, and responds to concerns with regulatory compliance and/or customer requirements. The incumbent provides technical and administrative supervision to subordinate personnel. Incumbent establishes priorities based on attainment of goals, objectives and work to be accomplished. Assigns work to achieve maximum economy, effectiveness, skill utilization, and employee motivation. Makes assignments based on priorities and the difficulty and requirements of the assignment. Interviews candidates for positions in the flight; recommends appointment, promotion, or reassignment of subordinate personnel. Monitors and evaluates employee performance. The incumbent assists employees in reaching performance goals. Informs subordinates of agency policies and programs. Hears and resolves complaints from employees, referring grievances and more serious unresolved complaints to a higher level supervisor or manager. Effects minor disciplinary measures such as warnings and reprimands and recommends other action in more serious cases. Identifies developmental and training needs of subordinates and provides and/or arranges for needed development and training. Approves and/or disapproves leave requests. Implements, promotes, and effectively supports equal opportunity for all personnel and follows provisions of labor agreements and applicable directives pertaining to personnel management. Promotes acceptance and adherence of special emphasis programs. Maintains an effective position management program.

(2) Delegates responsibility and authority to subordinates. Provides advice, counsel, and instruction on work and administrative matters. Provides guidance and policy direction in supply and equipment support for all assigned units. Develops plans, programs, and policies for the operation, management, and administration of current and projected organizational programs. Provides guidance in establishing local procedures and/or control not specifically provided for by higher headquarters to include developing and publishing major command options to USAF manuals and regulations. Directs development of local supplements and operating instructions and updates as required. Responsible for the implementation of supply computer operations and programs. Establishes, develops and maintains effective working relationships with other flights, supported organizations, and higher headquarters. Advises the Logistics Readiness Squadron Commander on available resources of personnel, equipment and funds to maintain maximum mission effectiveness.

(3) Assists in formulating policies, concepts, and procedures to ensure that an effective LRS operation is maintained using personnel, equipment, and funding to support the mission. Directs the internal surveillance program to scrutinize the operations of all Logistics Readiness Squadron functions to ensure compliance. Obtains, studies, and analyzes programming work assignment

and workload documents. Monitors and reviews the monthly inventory document for excessive gains/losses and initiates appropriate action as required.

(4) Provides management oversight of the Logistics Readiness Squadron training program to ensure the effectiveness of the squadron enlisted on-the-job-training programs. Responsible for the oversight of squadron readiness and ensures reporting accuracy for logistical inputs for the Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), and Air Expeditionary Force (AEF) Readiness Tool (ART) reports.

(5) Maintain a working knowledge of functional manpower requirements and documents, manning levels, and work with respective flight leadership to address staffing concerns.

(5) Ensures coordination with the Global Logistics Support Center and Major Command (MAJCOM) funds managers on the preparation and submission of the General Support Division operating budget. Complies with policy and procedures in the management of stock funds. Analyzes appropriate supply reports and financial data to provide the Logistics Readiness Squadron Commander with reports of actual stock fund operations as compared to what was programmed and budgeted. Advises the Logistics Readiness Squadron Commander on the status of operations and maintenance (O & M) and stock fund availability. Functions as an advisor to unit commanders, customers, and Financial Management in the interpretation and use of data produced by the Standard Base Supply System (SBSS) for management and budget purposes.

(6) Develops and implements plans and methods to ensure optimum logistical support for financial operating programs within O & M and Stock Fund. Establishes controls for suppression of requisitioning action to operate within reduced commitment or obligation ceilings. Coordinates with funds managers on disparities or funding deficiencies.

(6) Performs other duties as assigned.